ADULT EDUCATION
Program Compliance Review Checklist

District Name: _____   District Code: _____

Program Director Name: _____   Telephone Number: _____

Person Completing Checklist: _____   Title: _____

Signature: _____   Date Signed: _____

Instructions: Use the following checklist to prepare for the Adult Education Program Compliance Review. All items must be available in a central location at the time of the visit and organized in a manner that facilitates the review process. Return the completed Checklist, the completed Statutory Attestation document and all completed questionnaire forms to Valerie Marino at the address above, at least two weeks prior to the on-site visit. Be sure to retain copies of the Checklist and Statutory Attestation for your files.

Program Planning and Operations

[ ]   System organizational chart showing placement of adult education
[ ]   Program philosophy and/or mission statement
[ ]   Board of Education policy on adult education
[ ]   Reports to district's board of education regarding Adult Education
[ ]   Program Advisory Committee membership roster and minutes
[ ]   Documentation of collaboration with other agencies and businesses—(Family Resource Centers, Workplace Education)
[ ]   Documentation of collaboration with One- Stop operators and WIA Youth Council
[ ]   Community Resource booklets
[ ]   Rules, policies and procedures for students (attendance/conduct policies, grievance procedures, statement of non-discrimination, etc.)
[ ]   Program Brochure containing: non-discrimination statement; accommodation information with name and telephone number of contact person and; GED test accommodation statement
[ ]   Student Handbook
[ ]   Staff Handbook
[ ]   Program evaluation forms – student
[ ]   Program evaluation forms – staff
[ ]   Documentation/Attestation that all students are formally withdrawn from K-12 system or have participated in only one adult education activity
[ ]   Certified Program Facilitator (CCS training 1, 2 and 3)
[ ]   Writing Contact Person (Picture and Forms 9 hr. training)
[ ]   Two Certified Scorers if scoring locally with evidence of certification
[ ]   Disability Contact Person

Curriculum and Instruction

[ ]   Course outline/curriculum for ABE which included CCS or ECS competencies
[ ]   Course outline/curriculum for Citizenship which included CCS or ECS competencies
[ ]   Course outline/curriculum for ESL which includes CCS or ECS competencies
[ ]   Course outline/curriculum for GED
[ ]   Course outline/curriculum for Credit Diploma Program (non-IDP component)
[ ]   Teacher prepared lesson plans for *each* program area offered which reflect curriculum, address learning needs and styles and incorporated differentiated instruction

Recruitment/Retention

[ ]   Recruitment plan; copies of recruitment and program promotion publications
[ ]   Retention plan; follow up materials for dropouts and program completers
[ ]   Waiting list documentation

Student Educational Information

[ ]   Student Records for ABE, ESL, and Adult Secondary which include the following information:
[ ]   Needs assessments/educational plans;
[ ]   CCS Appraisal, CCS or ECS Pre/Post-test scores for ABE and ESL;
[ ]   CDP transcripts; EDP portfolios, GED Official Practice Test outcomes; and
[ ]   Attendance records

Support Services

[ ]   Documentation that support service and counseling activities are provided and meet the needs of
       participants
[ ]   Documentation of student referrals and procedures for student referrals

Staff Development

[ ]   Job description for director
[ ]   Job descriptions for teachers
[ ]   Job description for counselors
[ ]   Job descriptions for other staff
[ ]   Professional development plans for director
[ ]   Professional development plans for teachers/staff
[ ]   Faculty and staff evaluations for full and part time staff
[ ]   Certification for all adult education administrators and faculty
[ ]   Sample faculty/staff job posting and position advertisement

Data Quality

[ ]   Current Connecticut Competency (CCS) Assessment Policies and Guidelines
[ ]   Current Connecticut Adult Reporting System (CARS) Policies and Guidelines
[ ]   Completed data collections forms (student intake, student assessment, achievement/outcomes)
[ ]   Goal setting, achievement data and post-secondary follow-up that is consistent with policy
[ ]   Timely administration of appraisals, pre-tests and post-tests
[ ]   Timely data entry
[ ]   Use of "Data Verify"
[ ]   Current Program Profile
[ ]   Current Program Performance Summary

Other

[ ]   Sample copies of student certificates and diplomas
[ ]   Current Year Adult Education Grant Application (ED-244)
[ ]   Current Year Adult Education Supplemental Grant Application (ED-244A) (if applicable)
[ ]   Textbook Deposit Policy
[ ]   GED Receipts Deposit (diploma payment form)
[ ]   GED Test – age waiver (supporting documents)
[ ]   Test security locations
[ ]   Programs and locations are accessible to persons with disabilities (designated parking spaces, doorways,
       hallways and restrooms are wheelchair-accessible)